

## **Impact Editorial Board Fact Sheet**

### *Chair*

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### ***What is the Impact Editorial Board ?***

The *Impact* Editorial Board develops the editorial direction, themes, and content for *Impact*, the official section print and digital magazine.

### ***How is the Impact Editorial Board organized?***

The *Impact* Editorial Board is led by the Managing Editor (Chair) and supported by a staff liaison. The Editorial Board is also supported by a Board liaison who represents the Editorial Board to the Board of Directors. The *Impact* Editorial Board may choose to establish an Assistant Managing Editor role and task forces that support the completion of strategic plan objectives.

The volunteer is usually appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the Annual Conference.**

### ***How often does the Impact Editorial Board meet?***

The *Impact* Editorial Board meets 1-2 times in-person each year. The *Impact* Editorial Board may hold 6 or more conference calls a year at the discretion of the chair.

### ***Who pays my expenses?***

When approved by the Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

### ***What are my responsibilities?***

Volunteers are expected to attend the APTA Private Practice Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend face-to-face meetings and conference calls.
2. Responsible for soliciting and reviewing articles for publication.
3. Responsible to the Managing Editor (Chair) for issue completion per established deadlines.
4. Assist with review of the magazine and provide creative and innovative feedback.
5. Develop, in collaboration with the Managing Editor (Chair), strategies to identify authors.
6. Write one or more articles annually if issue(s) do not have adequate content.
7. Participate in setting annual editorial themes based on membership needs, business and health care environment.

***What are the qualifications?***

- Must be a APTA Private Practice member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the APTA Private Practice database.
- Must be able to respond to queries promptly.
- Must attend APTA Private Practice Annual Conference & Exhibition.

***Chair Position Description:***

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the *Impact* Editorial Board, provides thoughtful input to the deliberations, and focuses on the best interests of APTA Private Practice, its membership and partners, rather than on the interests of an individual or limited group and works toward the accomplishment of the volunteer group’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Board of Directors.

***What are the Managing Editor’s (Chair’s) responsibilities?***

1. Attend all face-to-face meetings and conference calls.
2. Attend the President and Committee Chairs meeting two times per year (one in person/one conference call).
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Communicate regularly with Editorial Board members to ensure that volunteer obligations are fulfilled.
6. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
7. Accept and complete special assignments as requested.
8. Identify and encourage potential authors to submit articles.
9. Choose an Editorial Board member for magazine assignments.
10. Write Managing Editor column and articles if content needed.
11. Coordinate the development of editorial themes and content.
12. Collaborate and mentor Assistant Managing Editor for possible succession to Managing Editor.
13. Provide reports to the Board of Directors on the activities of the Editorial Board.
14. Promote the Section’s strategic plan by the completion of goals and objectives as assigned.
15. Collaborate with PPS Committee chairs for the benefit of the section members and completion of the strategic plan.
16. Collaborate with staff liaison, contracted publisher, and contracted ad manager to meet established publication issue deadlines.